Barcoded Evidence Analysis, Statistics, and Tracking
Laboratory Information Management System
"BEAST"

Use these directions once you have reached the DCI Resource Page, and clicked on the BEAST ICON

Submission Pre-Log Directions

USER ID:
PASSWORD:

1. Double-click on "BEAST PRELOG"
2. Maximize window
3. Log on to the BEAST using your own user ID and password
4. Select "Evidence Prelog"
5. Type your department name in "Department Name Filter", or click "View all" to find your department
6. If this submittal is additional evidence to a pre-existing case, follow the prompts for "Find Case".
7. If this submittal is a new case, select "New Case".
8. Fill out this screen as completely as possible, then click "save".
9. Select the "Names" tab, and click "Add" to enter a name. Click "SAVE" after the information is complete. Repeat for each name.
10. Select the "ITEMS" tab; click "Add". Enter the item information, including your item number, and click "SAVE". Repeat for each item.
11. Select "Lab Submission" tab; click "Add" and fill out the top portion of the screen.

    Click to submit to SDFL (LAB).

    The bottom portion of the screen is used to fill out specific examination requests for the submitted items. Please use the "COMMENTS" section for specific questions to be resolved to further explain the examination(s) requested.

You must choose an examination for each item.

To request an examination, click the "Select" button to the far right of each item. Choose an examination from the drop-down menu; click "Save". (If the same exam is being selected for each item, simply click the "Dupe" button to the far right of each item.)

If the item is to be held for "storage", select "STOR".

When you have finished the last exam request, click "Save", then "Submit".

12. **Print** the packing slip, and **sign** where indicated. Enclose with the package, with a copy of the Offense Report.

The Evidence Custodian will use this packing slip to continue the log in process when the package is delivered to the SDFL.

LOG OUT